



PHILIPPINE SPORTS COMMISSION

RMSC, PABLO OCAMPO SR. ST. MALATE, MANILA



**WE ARE
HIRING**

ADMINISTRATIVE ASSISTANT V

Qualification Standards:

- Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course.
- Completion of eight (8) hours relevant training.
- Two (2) years of relevant experience.

Skills and Attributes:

- To be assigned in Philsports, Pasig City.
- Excellent oral and written communication skills, innovative, flexible, result oriented and proactive by presenting sample works.
- Proficiency in the use of digital/computer software, i.e., MS Office, etc.

Interested applicants are requested to submit their latest/updated Personal Data Sheet and Transcript of Records to:

**Personnel Office
Philippine Sports Commission
RMSC, P. Ocampo Sr. Street (Vito Cruz)
Malate, Manila
Email address: hr@psc.gov.ph**





PHILIPPINE SPORTS COMMISSION

RMSC, PABLO OCAMPO SR. ST. MALATE, MANILA



**WE ARE
HIRING**

WRITER / RESEARCHER II

Qualification Standards:

- Bachelor's degree in Communications, Journalism, Public Administration, English, Business Administration, Political Science, or any allied field.
- Experience in procurement processes, government transactions, or working with a Bids and Awards Committee (BAC) is an advantage.
- At least eight (8) hours of relevant training in writing, research, methodologies, procurement procedures, or any related field.

Skills and Attributes:

- Proficiency in conducting in-depth research, analyzing data, and synthesizing information into clear and concise report.
- Excellent command of written English; ability to draft, edit, and proofread technical documents, proposals, minutes of meetings, and reports.
- Strong focus on accuracy and consistency in documentation and reporting.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and other relevant software.
- Ability to identify issues, analyze situations, and provide recommendation or solutions.

Interested applicants are requested to submit their latest/updated Personal Data Sheet and Transcript of Records to:

**Personnel Office
Philippine Sports Commission
RMSC, P. Ocampo Sr. Street (Vito Cruz)
Malate, Manila
Email address: hr@psc.gov.ph**

